

NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES
Tuesday May 21, 2019
North Country Council Conference Room
161 Main Street, Littleton, NH
3:03 pm – 3:41 pm

BOARD MEMBERS PRESENT: Paul Robitaille, Secretary; Jennifer Fish, Treasurer; Robin Irving, Vice Chair.

BOARD MEMBERS ABSENT: Doug Grant, Carl Martland

STAFF MEMBERS PRESENT: Kathleen Frenette, Co-Executive Director & COO;

STAFF MEMBERS ABSENT: Michelle Moren-Grey, Co-Executive Director & CEO

Welcome

Vice Chair Irving opened the meeting at 3:03 pm.

Minutes reviewed from the emergency Board meeting April 9, 2019 and the Board meeting from April 16, 2019.

MOTION: Motion made by Secretary Robitaille to approve the minutes from the April 9th and the April 16th Board meetings. Seconded by Treasurer Fish. Vice Chair Irving abstained as she was not in attendance at either meeting. Motion carried.

Old Business

Copier/Printer/Fax

Mrs. Frenette held discussion regarding copier contract and discussion of bids received. Discussed bid from Konica Minolta with a significant savings of \$6,000 a year. Mrs. Frenette will contact Alex at Konica Minolta regarding decision.

MOTION: Move forward with the contract with Konica Minolta by Vice Chair Irving. Seconded by Treasurer Fish. The motion carried.

New Business

Traffic Count Equipment Purchases & Certificate of Authorization

Traffic counting equipment purchase discussed by Mrs. Frenette regarding speaking with Dan at Woodsville Bank, he is wanting confirmation regarding DOT guaranteeing funds. Discussion of reimbursement expenses with William Rose with confirmation of reimbursement payment emailed to Dan Stannard at Woodsville Guaranty Savings Bank, no response from Dan as of yet.

Certificate of Authorization from the board regarding Visa line of credit increase temporarily to \$12,500 to cover the cost of the new equipment.

MOTION: Motion to approve the Certificate of Authorization for the traffic counter purchases made by Secretary Robitaille. Seconded by Treasurer Fish. Motion carried.

The Certificate was signed by Vice Chair Irving, notarized by Mrs. Frenette.

Crane & Bell

Mrs. Frenette reached out to Crane & Bell regarding assistance with Quick Books and end of year. Tammy Letson is their municipal specialist and has availability on July 9th and July 11th. The work sessions would involve looking at the profit and loss, balance sheet and statement of cash flows to make adjustments needed to ensure the NCC books are accurate. Tammy will also answer some transaction questions and assist with the getting the NCCDC items closed. Mrs. Frenette explained that money was not in the budget for 2019 for Crane & Bell and that she needs Board approval to move forward to work with Crane & Bell.

MOTION: Motion to approve up to eight (8) hours for Mrs. Frenette to work with Crane & Bell made by Vice Chair Irving. Seconded by Secretary Robitaille. Motion carried.

Fiscal Year 2020 Budget

The fiscal year 2020 budget was reviewed and discussed by Mrs. Frenette and some changes were discussed by the Board and made. An adjustment to the federal grant numbers have changed from the last meeting and reviewed by the board. Expenses for conferences and meetings was increased to give professional development opportunities to staff. The overall review of the budget was completed.

MOTION: Motion to approve the FY2020 budget to commissioners by Treasurer Fish. Seconded by Secretary Robitaille. Motion carried.

Treasurer Fish approached the Board regarding the Finance Committee meetings and shelving them at least temporarily due to the small number of Board Members. The majority if not all the Board Members attend the Finance Committee Meeting then the following week the Board, whom are all the same people at the Finance Committee meet to review and approve the same items. It was agreed that in the interest of time and travel for all concerned, the Board Meetings will also include all the items that would be discussed at a Finance Committee meeting.

The Board of Directors meetings will continue to be held on the third Tuesday of every month from 3-5 pm.

Other Business

Next meeting scheduled for June 18, 2019 from 3:00 to 5:00 pm.

Adjourn

MOTION: Move to adjourn at 3:41 pm by Secretary Robitaille. Seconded by Treasurer Fish. The motion carried.

Respectfully Submitted,

Anne Klein, Recording Secretary

Klein Transcribing

Approved June 18, 2019